GOVERN MENT OF ANDHRA PRADESH
ABSTRACT

Nodal Authority - e-Office - Security - Appointment of Super administrators and Local Administrators – Disaster Recovery centre - Orders – Issued.

GENERAL ADMINISTRATION (PU.A) DEPARTMENT

G.O.RT.No. 975 Dated: 04-05-2018.

Read:

Circular Memo.No.58022/7/2017-SECY-POLL-GAD, General Administration (PU.A) Department, dated:27-03-2018.

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ORDER:

The Government issued Circular Memo making it mandatory from 1st April, 2018 to implement 100% paperless office and Biometric Attendance System in all the Government Offices from the Secretariat to Village level offices. The State Government is currently operating 14 instances of e-Office as follows:-

Instance	Dept. / Local Administrators
State Instance (one) District Instance (one for each district) 13 Instances for Districts	• Tier 0-Secretariat Offices • Tier 1-Head Offices of Heads of Departments/ Autonomous Organisations/ State Units • Tier 2-Zonal/ Range/ equivalent offices • Tier 3-District Offices • Tier 4- Sub- District Offices • Tier 5- Mandal Offices • Tier 6- Village Offices

The first step in ensuring e-Office security is the appointment of Super Administrator for each instance, and Local Administrator for each organization (Department).

2. The Government after careful examination of the matter, issue the following orders. Administrators for Secretariat Departments, HoDs, State Units (SUs), Autonomous Organisations (AOs) and District Department-wise, Super and Local Administrators for the purpose of e-Office administration shall be as follows:

Instance	**Super Administrator (Instance Administrator)**	**Local Administrator (Department Administrator)**
State Instance	• Under the instructions of Nodal Authority for e-Office and Biometric Attendance, ITE&C Department will be the Super Administrator. • Technical support will be provided by NIC	• Secretariat Departments: Assistant Secretary in-charge of Office Procedure. • Heads of Departments/ State Units/ Autonomous Organisations: The Office Superintendent or any other Officers in the Head Office notified by Head of the organisation (Director/ Commissioner/ MD/ CEO). • Technical support will be provided by the staff deployed by ITE&C
District Instance	• Under the instructions of District Collector, District Information Officer will be super administrator. • Technical support will be provided by NIC and staff provided by ITE&C Department. • Nodal Authority for e-Office and Biometric Attendance will issue guidelines from time to time to District Collector in this regard.	• District Heads: The Office Superintendent or any other Officer in the District Office notified by the district head. • Technical support will be provided by the staff deployed by ITE&C Department.

3. Functions of the Local Administrators are as follows:

Instance	**Super Administrator (Instance Administrator)**	**Local Administrator (Department Administrator)**
State Instance	• Map all Local administrators for Secretariat departments, HoDs, State Units, Autonomous Organisations based on appointments made by the competent authority for appointment. Communicated in Format I. • Update all Masters (EMD, File heads, Tappals Entities, Designations, Posts etc.) as per codes in nabe.ap.gov.in • Initiate changes in Masters after obtaining approval of competent authority under SOM or relevant rules. • Transfer files across organisations externally. • Train Local Administrators • Monitor the periodical surveillance reports on technical staff.	• Initiate staff transfers outside the organisation as per orders of competent authority. • Transfer staff within the organisation as per the orders of competent authority. • List out personnel authorised to initiate or note on the office files. Register such staff in e-Office. • Transfer files across organisations internally.
District Instance	• Map local administrators of District Offices with the approval of District Collector. Communicated by district head in Format I. • Update all Masters (EMD, File heads, Tappals, Entities, Designations, Posts etc.) as per codes in nabe.ap.gov.in • Initiate changes in Masters after obtaining approval of competent authority under DOM or relevant rules. • Transfer files across organisations externally. • Train Local Administrators • Monitor the periodical surveillance reports on technical staff.	• Initiate staff transfers outside the organisation as per orders of competent authority. • Transfer staff within the organisation as per the orders of competent authority. • List out personnel authorised to initiate or note on the office files. Register such staff in e-Office. • Transfer files across organisations internally.

4. The Competent authorities shall appoint Local Administrator of a Department or District as per the format given below within one week of issue of G.O. to ITE&C., to Nodal Authority for e-Office and Biometric, General Administration Department, Andhra Pradesh and by mail to policy-unit@ap.gov.in and with a copy to mapping- eoffic@ap.gov.in.

5. Upon transfer of any Local Administrator of a Department or District, the details of handing over and taking over of the login credentials shall be recorded in the Certificate of Transfer of Charge (CTC) and a copy marked to Super Administrator and the Nodal Authority.

Format I. Details of Local Administrators

Instance: □ State Instance □ District Instance

Organisation type: □ Department □State Unit □ Autonomous Organisation

Name of Local Administrators	Designation	e-mail	Mobile	Date of appointment

(Contd/-…)

Competent Authority:

Signature:
Date:
Name:
Designation:

6. The Super Administrators and Local Administrators will be technically supported by personnel with security clearance deployed by ITE&C Department NIC will offer technical assistance to all the administrators.

7. The ITE&C Department will immediately put in place a disaster recovery centre at a technically approved location for ensuring safety of all the e-office files in all the instances.

8. The Secretaries, Heads of Departments, District Collectors shall issue necessary instructions to their subordinate officers for immediate implementation of these orders

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SRIKANT NAGULAPALLI
SECRETARY TO GOVERNMENT (POLL.)

To
All Departments in Secretariat.
All Heads of Department in the State.
All Autonomous Organisations in the State.
All District Collectors in the State.
The ITE&C Department.
The SIO., NIC.

// FORWARDED :: BY ORDER //

SECTION OFFICER.